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# Chapter 1

## Overview

### In this chapter

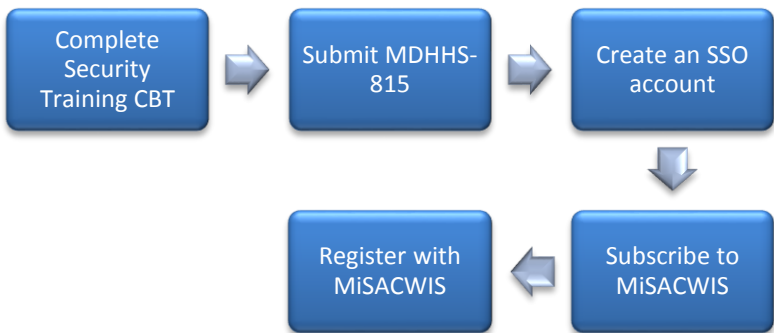
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# Accessing MiSACWIS

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As a new seclusion and restraint user in MiSACWIS, there is a procedure you need to follow in order to access the system:



## Complete Security Training

As a new MiSACWIS user, you are required to take the Security Training CBT (Computer-Based Training) lesson. This lesson can be found on the MiSACWIS Training public website.

You must receive a passing score of 90% on the test in the CBT.

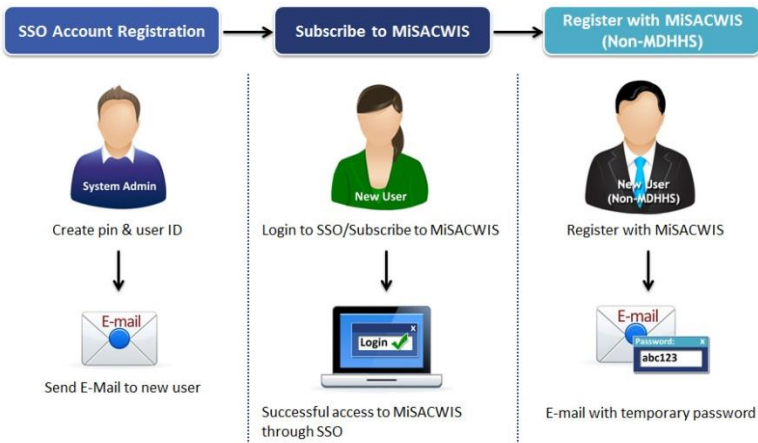
## Submit the MDHHS-815

After you complete and submit the MDHHS-815: Non-MDHHS Employee form, you will receive an e-mail with instructions on how to subscribe to MiSACWIS. Also included in the e-mail is a MiSACWIS PIN that you will need for the subscription process.

Non-contracted agencies should obtain the MDHHS-815 form from their licensing consultant. The licensing consultant will send your completed MDHHS-815 to DCWL and App Security for further processing.

# SSO and MiSACWIS Registration

The next few steps include creating an account in SSO, subscribing to MiSACWIS, and registering with MiSACWIS:



## Create an SSO account

The first step to accessing MiSACWIS is to create a Single Sign-On (SSO) account. As a non-MDHHS user, you will use this URL for SSO: <https://sso.state.mi.us/>

### To create an SSO account:

1. On the State of Michigan SSO login screen, click **Register** to register as a new SSO user. The Registration – Step 1 screen appears:



The screenshot shows the 'State of Michigan Single Sign On' registration page. The header features the state name and a bridge image. Below the header, the title 'REGISTRATION- Step 1' is displayed. A note indicates that asterisks denote required fields. The form contains four input fields: 'First Name \*', 'Middle Initial', 'Last Name \*', and 'Email Address \*'. At the bottom, there is a 'NOTE' about using a State of Michigan email address, two buttons labeled 'Continue' and 'Clear', and a copyright notice for 2008.

State of Michigan Single Sign On

REGISTRATION- Step 1

\* Indicates required field

First Name \*

Middle Initial

Last Name \*

Email Address \*

NOTE: Users who have been assigned a State of Michigan email address must use this address to register.

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2. Enter your first name, last name, and e-mail address in the required fields and click **Continue**. The Registration – Step 2 screen appears.

3. In the box next to your last name and first initial, enter a four-digit number to create a unique SSO User ID.

OR

Select the **Yes** option to have SSO generate a four-digit number for you.



4. In the **Enter the number as it is shown in the box below** box, enter the number that appears at the bottom of the Registration – Step 2 screen.
5. Click **Continue**. The User Registration Confirmation screen appears:




6. Review your information and click **Submit**. You will see a confirmation screen. You should receive an e-mail within 24 hours with your new SSO User ID and temporary password.

## Change your SSO password

After you create an SSO account, you will receive an e-mail from the SSO administrator with your new User ID and temporary password. When you first login to SSO, you will be prompted to change your password.

### To change your SSO password:

1. Login to the State of Michigan SSO. The Password Expiration screen appears:



The screenshot shows the 'State of Michigan Single Sign On' login page. The main heading is 'User kuhlmanj's password has expired'. Below this, there are three input fields: 'Input old password', 'Input new password', and 'Confirm new password', each preceded by a colon. A 'Change Password' button is located below the input fields. Underneath the button, the text 'Changes to password rules:' is followed by a note: 'Password rules are changing because of increased security. Please note new password rules below.' Below this note, the text 'Password rules are:' is followed by a bulleted list of rules: 'Minimum password length is 8', 'Password must contain at least one letter and one number', 'Passwords are case sensitive', 'Maximum number of repeated characters is 2', 'Password cannot be same as userid or user name', and 'New password cannot be same as old password'.

2. Type your temporary password in the **Input old password** box, and then your new password in the **Input new password** box.
3. Type your new password a second time in the **Confirm new password** box and click **Change Password**. The Change Challenge/Response Answers screen appears.
4. For each question, type your answer and type it again to confirm. When you finish answering all the challenge questions, click **OK**. The Account Maintenance screen appears.
5. Click **Done**. The Application Portal screen appears.

## Subscribe to MiSACWIS

After you successfully login to SSO, you need to subscribe to the MiSACWIS application.

### To subscribe to MiSACWIS:

1. Login to the State of Michigan SSO. The Application Portal screen appears:



2. Click Subscribe to Applications. The Subscription screen appears.
3. Select **Dept of Human Services** from the list on the left, and **DHS – MiSACWIS** from the list on the right:




4. Click **Next**. The Subscribe to SACWIS screen appears.
5. Enter your telephone number and e-mail address. ***The e-mail address you enter here must match the one you entered in SSO.***

6. In the **SACWIS PIN** box, enter your SACWIS PIN from the administrator e-mail you received:



The screenshot shows the 'State of Michigan Single Sign On' page. At the top, there is a header with the title and a bridge image. Below the header, the page is titled 'Subscribe to SACWIS'. On the left, there is a logo for 'MiSACWIS' and a paragraph of text: 'These are custom instructions being sent by DHS. A SACWIS users should receive a PIN from SACWIS administrator, The PIN is valid for 72 hours only. You should use the PIN within the 72 hours. The PIN is unique to the user and cannot be shared. ^'. On the right, there is a form with the following fields: 'Telephone, Email (required):', 'First Name : Girish', 'Last Name : Smith', 'Telephone : 517-111-1119', 'Email : salpekarg@gmail.com', 'User ID smithg2100', and 'SACWIS PIN :'. The 'SACWIS PIN' field is highlighted with a green border. Below the form, there is a 'Subscribe:' section with a 'Subscribe to SACWIS' button and a 'Back' button.

7. Click **Subscribe to SACWIS**. The User Enrollment Confirmation screen appears.
8. Review your MiSACWIS user information and click **Confirm**. You will see a confirmation screen.



The screenshot shows the 'State of Michigan Single Sign On' page. At the top, there is a header with the title and a bridge image. Below the header, the page is titled 'Your subscription request has been submitted successfully. You will be notified upon approval.' Below this, there is a 'Close' button. At the bottom, there is a copyright notice: 'Copyright © 2008 State Of Michigan. All rights reserved'.

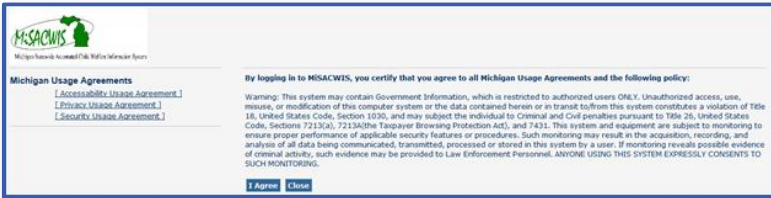
9. Click **Close** to return to the Application Portal.
10. Click Sign Off to log out of SSO. When you log back in, you will see a link to the MiSACWIS application on your Application Portal screen.

## Register in MiSACWIS

Aside from subscribing to MiSACWIS through SSO, non-MDHHS workers will also need to register in MiSACWIS. Once you register, you will receive an e-mail with your MiSACWIS User ID and a temporary password.

### To register in MiSACWIS:

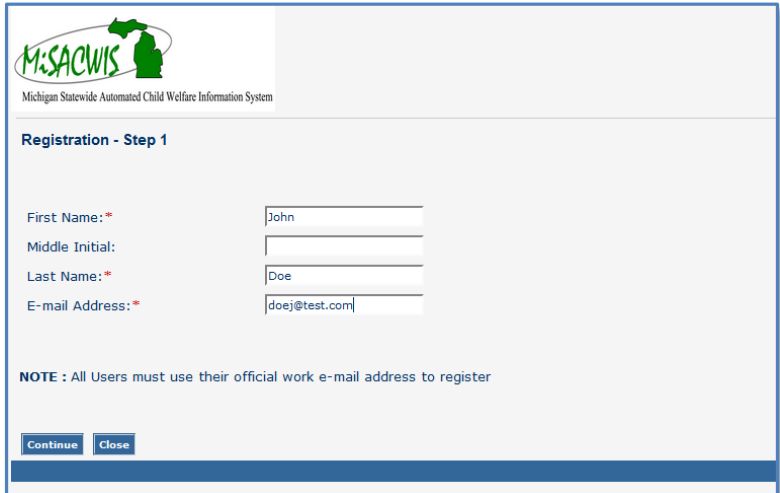
1. Login to the State of Michigan SSO. The Application Portal screen appears.
2. Click DHS – MiSACWIS. The Michigan Usage Agreement screen appears:



The screenshot shows the Michigan Usage Agreement screen. On the left, there is a logo for MiSACWIS (Michigan Statewide Automated Child Welfare Information System) and a list of links: "Michigan Usage Agreements", "Accessibility Usage Agreement", "Privacy Usage Agreement", and "Security Usage Agreement". The main content area contains a warning statement: "By logging in to MiSACWIS, you certify that you agree to all Michigan Usage Agreements and the following policy: Warning: This system may contain Government Information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or the data contained herein or in transit by/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 25, United States Code, Sections 7213(a), 7213(a)(the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING." At the bottom, there are two buttons: "I Agree" and "Close".

3. Click **I Agree** to agree to the usage agreement. The MiSACWIS Login screen appears.

- Click **Register**. The MiSACWIS Registration screen appears:



The screenshot shows the MiSACWIS Registration - Step 1 screen. At the top left is the MiSACWIS logo, which includes a green outline of Michigan and the text 'MiSACWIS'. Below the logo is the text 'Michigan Statewide Automated Child Welfare Information System'. The main heading is 'Registration - Step 1'. Below this, there are four input fields: 'First Name: \*' with the value 'John', 'Middle Initial:' with an empty field, 'Last Name: \*' with the value 'Doe', and 'E-mail Address: \*' with the value 'doej@test.com'. Below the input fields is a note: 'NOTE : All Users must use their official work e-mail address to register'. At the bottom left are two buttons: 'Continue' and 'Close'.

MiSACWIS  
Michigan Statewide Automated Child Welfare Information System

**Registration - Step 1**

First Name: \* John  
Middle Initial:   
Last Name: \* Doe  
E-mail Address: \* doej@test.com

**NOTE :** All Users must use their official work e-mail address to register

[Continue](#) [Close](#)

- Enter your first name, last name, and e-mail address in the required boxes and click **Continue**. The MiSACWIS User Registration Confirmation screen appears:



The screenshot shows the MiSACWIS User Registration Confirmation screen. At the top left is the MiSACWIS logo, which includes a green outline of Michigan and the text 'MiSACWIS'. Below the logo is the text 'Michigan Statewide Automated Child Welfare Information System'. The main heading is 'Registration - Step 1'. Below this, there are five input fields: 'First Name: \*' with the value 'John', 'Middle Initial:' with an empty field, 'Last Name: \*' with the value 'Doe', 'E-mail Address: \*' with the value 'doej@test.com', and 'Your Username will be: \*' with the value 'doej'. Below the input fields is a note: 'NOTE : All Users must use their official work e-mail address to register'. At the bottom left are two buttons: 'Back' and 'Submit'.

MiSACWIS  
Michigan Statewide Automated Child Welfare Information System

**Registration - Step 1**

First Name: \* John  
Middle Initial:   
Last Name: \* Doe  
E-mail Address: \* doej@test.com  
Your Username will be: \* doej

**NOTE :** All Users must use their official work e-mail address to register

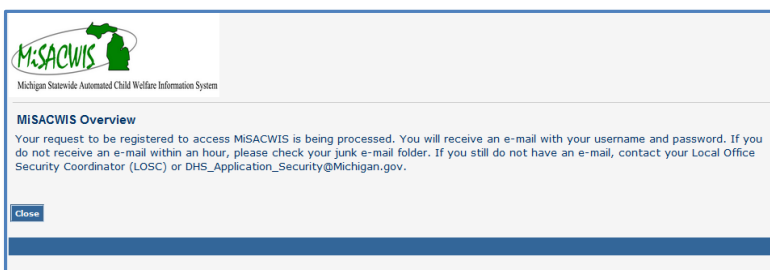
[Back](#) [Submit](#)



### Note

Be sure to enter the information exactly as you entered it during the SSO account registration; otherwise, your SSO and MiSACWIS account information won't match.

6. Click **Submit** to submit your MiSACWIS registration. You will receive a confirmation:

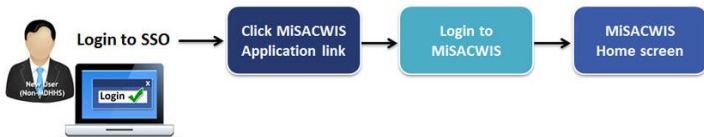


## Logging in to MiSACWIS

After you register in MiSACWIS, you will receive an e-mail from a MiSACWIS administrator with your SSO-generated MiSACWIS User ID and temporary password. You will not be able to change your User ID, but you can change the temporary password when you login to MiSACWIS.

Logging in to MiSACWIS is a bit different as a Non-MDHHS worker. You will need to login to SSO and MiSACWIS:

Non-MDHHS Login:



The first time you login to MiSACWIS as a Non-MDHHS worker, you will be prompted to change your password.

### To login to MiSACWIS for the first time:

1. Login to the State of Michigan SSO. The Application Portal screen appears.
2. Click DHS – MiSACWIS. The Michigan Usage Agreement screen appears.
3. Click **I Agree** to agree to the usage agreement. The MiSACWIS Login screen appears:

The screenshot shows the MiSACWIS login interface. At the top left is the MiSACWIS logo with a green map of Michigan. Below it, the text reads 'Michigan Statewide Automated Child Welfare Information System'. The 'Login' section contains fields for 'Username: \*' and 'Password: \*', each with a small red asterisk icon. To the right of these fields is a 'Log In' button. Below the login fields, there is a note: 'If this is your first time accessing MiSACWIS, please click:'. To the right of this note are three links: 'Register', 'Forgot Password', and 'MiSACWIS: Helpdesk'.

4. Enter your MiSACWIS User ID and temporary password. Click **Log In**. The MiSACWIS Change Password screen appears:

Midkiss Statewide Automated Child Welfare Information System

### Change Password

Username: \*

Old Password: \*

**RULES FOR NEW PASSWORDS:**

- Minimum length is 8 characters
- Passwords are case sensitive
- Cannot be the same as any of your last 10 passwords
- Must not match your first, middle, or last name
- Must not match your User Name
- Cannot be a dictionary word
- Must contain characters from 3 of the following 4 categories:
  1. Uppercase alphabet characters
  2. Lowercase alphabet characters
  3. Numbers
  4. Non-alphanumeric characters (for example: ! @ # \$ % )

New Password: \*

Retype New Password: \*

UAT version: 1.02

5. Enter your MiSACWIS User ID and temporary password. Then, enter a new password and reenter the new password. Click **Save**. The MiSACWIS Login screen appears.
6. Log back into MiSACWIS with your User ID and new password. The MiSACWIS Change Challenge/Response Answers screen appears:

Midkiss Statewide Automated Child Welfare Information System

DEMO

home | search | help & training | log off

Logged In: SACWIS, Account Test [ DHS Central Office ]

### Change Challenge/Response Answers

Change your answers and click Save. You must provide an answer to each challenge. Answers are case sensitive.

Challenge Question 1: \*

Answer: \*

Confirm Answer: \*

Challenge Question 2: \*

Answer: \*

Confirm Answer: \*

Challenge Question 3: \*

Answer: \*

Confirm Answer: \*

HOME | HELP & TRAINING | PRIVACY & SECURITY | DEMO

7. From the **Challenge Question 1** list, select the desired challenge question.

8. Type an answer to the question in the corresponding **Answer** box. Type the answer again in the **Confirm Answer** box.
9. Repeat steps 7 and 8 for Challenge Questions 2 and 3.
10. Click **Save**. The MiSACWIS Home Desktop screen appears.

### To login to MiSACWIS:

1. Login to the State of Michigan SSO. The Application Portal screen appears.
2. Click DHS – MiSACWIS. The Michigan Usage Agreement screen appears.
3. Click **I Agree** to agree to the usage agreement. The MiSACWIS Login screen appears:



4. Enter your MiSACWIS User ID and password. Click **Log In**. The MiSACWIS Home Desktop screen appears.

# Getting started in MiSACWIS

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MiSACWIS is the statewide computer application you use to support day-to-day child welfare job tasks. This system provides:

- Real-time access.
- Data entry methods that reduce duplication of data collection and help eliminate paperwork.
- A single, comprehensive view of the child, youth, and family.
- Reporting capabilities.
- Maintenance of accurate data for decision making.
- Automated interfaces with external systems.

The goals of MiSACWIS are to monitor, track, and improve the outcomes of services delivered to children and families, thus fostering safety, permanency, and well-being for children in Michigan. These goals are accomplished through the multiple MiSACWIS functional areas like Intake and Case Management.

As a seclusion and restraint worker, you will have access to only certain areas of the system, mainly the Provider area.

The Provider Management area maintains information about foster homes, residential facilities, and relative caregivers throughout the state, including names, addresses, staff members, licensing information, home evaluations, and training.

## System navigation and components

MiSACWIS navigation is modeled after well-known web applications. Its tab-based structure reflects the flow of normal worker and support staff business processes. You navigate MiSACWIS through a combination of tabs, menus, hyperlinks, command buttons, and searches. When you first login to MiSACWIS, you will see the Home screen/**Desktop** tab.

MiSACWIS supports primary and secondary navigation through tabs at the top of the system screens.

Upon navigating further into MiSACWIS, you access other navigational methods including the left hand menu.

The MiSACWIS screens include specialized form controls, like:

- Text boxes
- Drop-down lists
- Check boxes
- Option buttons
- Narrative boxes
- Multiple-select lists with Add and Remove features
- Pop-up calendars for date boxes
- Spell Check functionality

## Required fields

You must enter required pieces of information in order to save a certain work item in the system. MiSACWIS-required fields are bold with a red asterisk at the end of the field name.

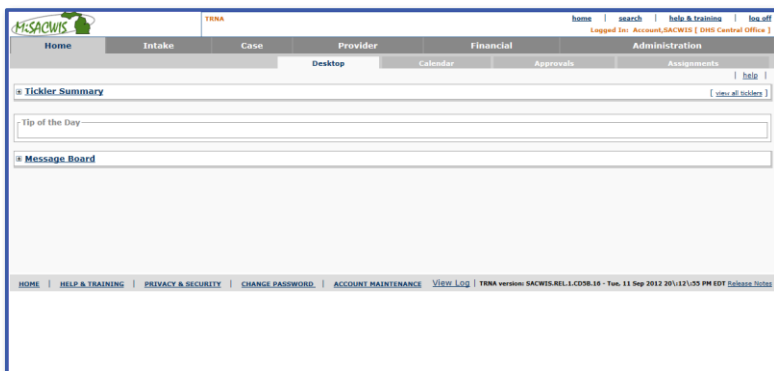
## Federal reporting elements

MiSACWIS contains reporting elements of the federal Adoption and Foster Care Analysis and Reporting System (AFCARS), the National Child Abuse and Neglect Data System (NCANDS), and National Youth in Transition Database (NYTD). The federal elements/fields are in bold red text followed by a blue plus sign. If the federal elements are required, they have a red asterisk after the plus sign.

If at any time you need assistance using MiSACWIS, please review the online support tools listed on page 20 or the troubleshooting information in online help.

## MiSACWIS Home screen

This screen serves as your starting point for work in MiSACWIS. Depending on your security profile, you can access various parts of MiSACWIS from this screen.



### Tickler Summary

This area contains the most current ticklers for your workload. Click a tickler link to view the associated screen or work-item, or click [view all ticklers](#) to search for all ticklers related to your workload.

### Tip of the Day

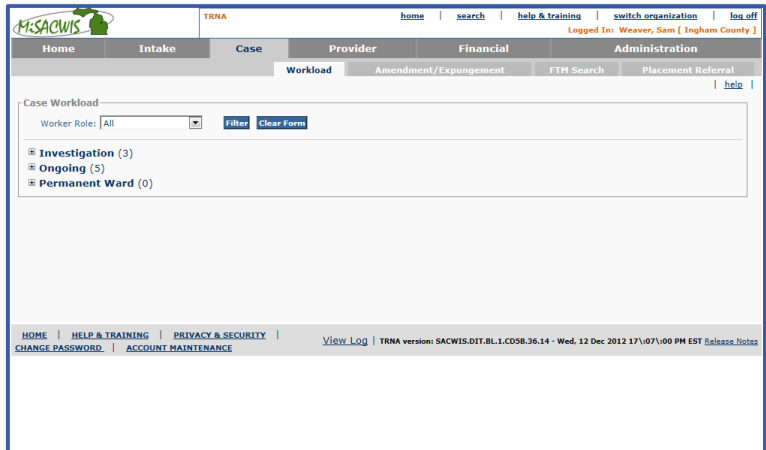
This section displays the MiSACWIS Tip of the Day. Some tips may include a link to view more information or graphics.

### Message Board

This area displays broadcast messages for MiSACWIS users. Messages can be configured to display for all users, state users only, or for users from a certain organization.

# Common screen components

The MiSACWIS system consists of screens, tabs, and sub tabs. It also contains some standard areas that are consistent from screen to screen.



## Header Area

This area contains the [home](#), [search](#), [help & training](#), [switch organization](#), [data warehouse portal](#), and [log off](#) links.

## Navigation Area

This area consists of primary and secondary tabs. Not all screens in MiSACWIS display navigation tabs.

## Main Screen Area

You interact with MiSACWIS data in this area, whether you are creating, updating, deleting, or viewing data.

## Footer Area

This area contains a number of links to assist you on the job, such as [Home](#), [Help & Trng](#), [Privacy & Security](#), [Acct Maint](#), and [Chge Password](#).

## Support tools

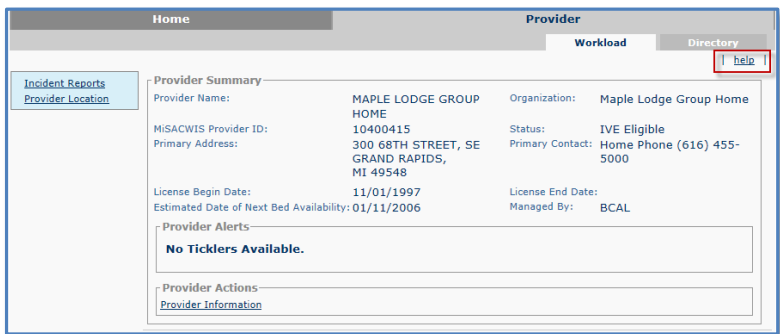
MiSACWIS provides different ways to support you on your job, depending on your needs at a given time, as follows:

Tool	How to display it	When to use it
Online Help	Click <u><a href="#">help &amp; training</a></u> in the header. or Click <u><a href="#">help</a></u> on a screen in the system.	You need assistance completing tasks in MiSACWIS, glossary definitions, information about the current screen, State policies, or other information.
CBT (Computer-Based Training)	Visit the following URL: <u><a href="http://www.michigan.gov/dhs/0,4562,7-124-5455_72083---,00.html">http://www.michigan.gov/dhs/0,4562,7-124-5455_72083---,00.html</a></u>	You are new to MiSACWIS and want to learn how to use it, or want to practice using it.
Webinar	Visit the following URL for the Incident Reporting webinar: <u><a href="http://midhs.adobeconnect.com/p1gveg6wtn5/">http://midhs.adobeconnect.com/p1gveg6wtn5/</a></u>	You want to learn how to record an incident report for seclusion and restraint.
State policies	Click a policy link in a screen-level help topic. OR Perform a keyword search in the online help on the <b>Search</b> tab. OR Click <u><a href="#">help &amp; training</a></u> in the header, and then click <u><a href="#">Rules, Regulations, &amp; Policy</a></u> .	You want to refer to State policies that are related to subject matter of the current screen or in relevance to general MiSACWIS functionality.

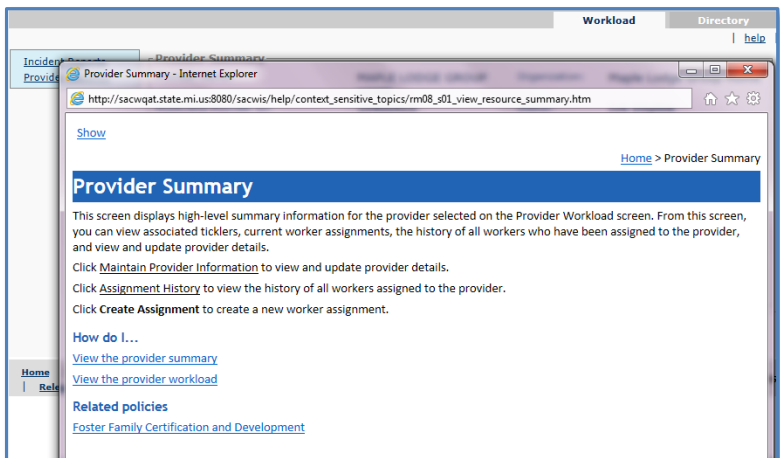
# Using online help

MiSACWIS online help, what you are viewing now, is a comprehensive, searchable version of a user manual. Instead of being printed on paper, online help is available within MiSACWIS at your specific point of need.

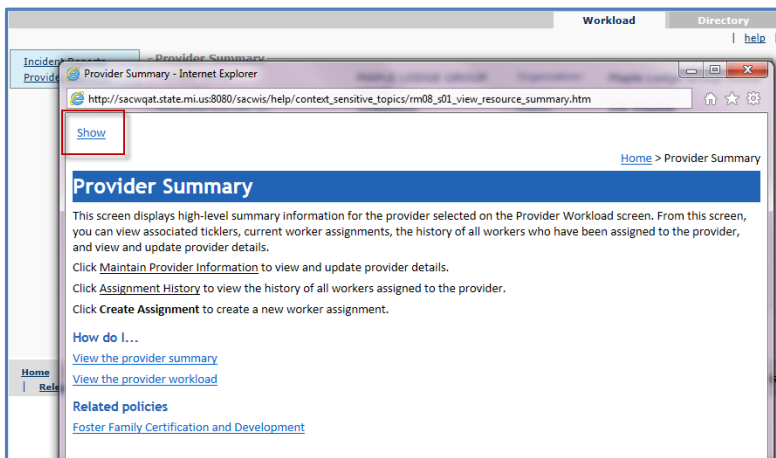
You can open online help in a few different ways. The fastest way to get help while in the system is to click the help link in the upper right of the screen:



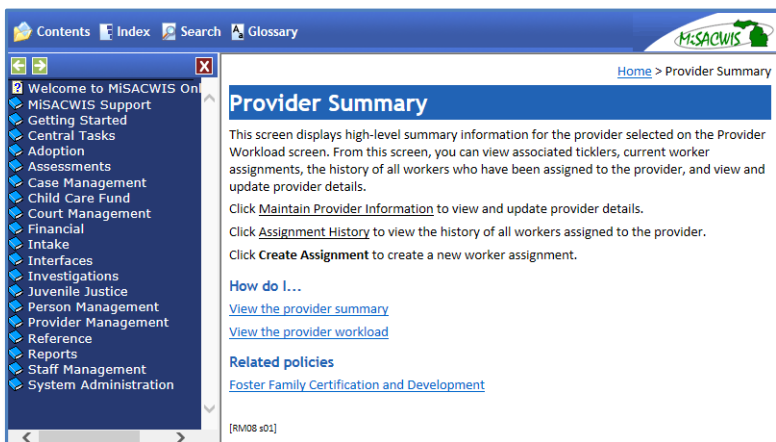
Clicking this small help link causes the corresponding screen topic to appear:



To view the full online help system from the screen topic, click Show in the upper left corner of the topic:



The navigation window appears, displaying the full help system:



The **Contents**, **Index**, **Glossary**, and **Search** buttons offer different ways in which you can find information:

- **Contents** - Organizes topics according to the functional job areas within MiSACWIS. Categories of topics appear as "books" in the contents. Specific topics appear as pages. In the right pane, you will see the topic you

selected. When you open the main help system, the **Contents** display by default.

- **Index** - Offers an alphabetical list of keywords within the online help. This index is more interactive than one in a book in that you can search for keywords and topics. In the right pane, you will see the topic you selected.
- **Search** - Allows you to search the help content for specific terms. Type the term you are looking for in the **Search** box, and then press **Enter**. The topics containing the term you entered are listed in the pane. Click the topic to view the content. You can enable or disable the term highlighting feature by selecting the **Highlight search results** check box. In the right pane, you will see the topic you selected.
- **Glossary** - Contains the MiSACWIS terms for reference. Click a word, and its definition will appear in the box below.

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# Chapter 2

## Central Tasks

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## Find or add a person

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You can find a person through the general Person Search screen. Simply click search at the top of main screen in MiSACWIS. Person Search is the default search tab. From here you can make sure a person record already exists for someone. You cannot add a new person record from the main **Person Search** tab.

You can also find a person from a work item (e.g. incident report) and link the person to the work item. From this area, you can add a new person record. Before you add a person, you will be prompted to search. This helps eliminate the duplication of records.

### To find a person:

1. From any screen, click search in the header. The Person Search screen appears.
2. Enter the criteria you want to use in your search:
  - If you know the person's ID, SSN, or reference value, enter it under Quick Person Search Criteria.
  - If you do not know the person's unique ID values, enter the person's last name under Advanced Search Criteria. You can enter additional criteria to narrow the search results.

## Getting Started Guide – Seclusion and Restraint

MSACWIS

home | search | help & training | log off

Logged In: jan, david [ Central Office ]

Person Search | Intake Search | Case Search | Provider Search | Employee Search

Quick Person Search Criteria

Person ID:

or

SSN:

or

Reference Type:  Reference Value:

or

Advanced Search Criteria

Last Name:  First Name:  Middle Name:

Alias Last Name:  Alias First Name:  Alias Middle Name:

Street Number:  Street Name:

City:  County:  State:  Zip Code:  -

Date of Birth:  Gender:  Race:

Last 4 Digit SSN:

Sort Results By:  % Match (Descending)

Search Clear Form

HOME | HELP & TRAINING | PRIVACY & SECURITY | CHANGE PASSWORD | View Log | INT version: SACWIS.DIT.BL.1.CDSB.34.34 - Wed, 28 Nov 2012 17:00:56 PM EST Release Notes

3. Click **Search**. The matching person records appear in the **Person Search Results** area.

If duplicate search results come back, review the person preview for each duplicate person to determine the correct record to use. You do this by clicking the person name hyperlink:

Person Search Results							
Result(s) 1 - 15 of 18							
	Person ID	Name	Alias	Address	Gender	DOB	% Match
<a href="#">select</a>	17560801	Stone, Marcus		9811 DALLAS HOLLOW RD, Lansing, MI 48933	Male	04/27/1958	
<a href="#">select</a>	17480801	<a href="#">Stone, Shelia</a>		499 PATTERSON ST, Lansing, MI 48933	Female	07/18/1986	
<a href="#">select</a>	17800805	Stone, Shelia					
<a href="#">select</a>	17470802	Stone, Francine		499 PATTERSON ST, Lansing, MI 48933	Female	05/03/2011	
<a href="#">select</a>	17410796	[H] Stone, Mark		499 PATTERSON ST, Lansing, MI 48933	Male	09/23/1986	

4. Click select to view the person profile. If you are searching for a person from a work item, clicking select will add the person to the work item.

### To add a person:

1. On your current work item screen, click the appropriate button to search for a person. The Person Search screen appears.

## 2. Enter the criteria you want to use in your search:

- If you know the person's ID, SSN, or reference value, enter it under **Quick Person Search Criteria**. If you do not know the person's unique ID values, enter the person's last name under **Advanced Search Criteria**. You can enter additional criteria to narrow the search results.
- If you do not know the person's unique ID values, enter the person's last name under **Advanced Search Criteria**. You can enter additional criteria to narrow the search results.

## 3. If the person does not appear in the search results, click **Add Person**. The Basic Person Information screen appears:

The screenshot shows the 'Basic' tab of the 'Person Information' form. The form includes fields for Name (First, Middle, Last), Gender, DOB, SSN, Birth City, Birth County, State, Birth Country, Birth Verified, Birth Verification, Birth Certificate Request Date, Michigan Resident, US Citizen, Alien Status, Date Became a Citizen, Citizenship verified Date, Citizen Verification Source, Country of Origin, Date Entered Country, Reason for entering U.S., and Refugee Status. A 'Populate Additional Names' button is also visible.

## 4. Complete the required boxes on the screen and click **Save**.



### Online Help

For more details on how to enter a new, complete person profile, please see the "Record a person profile" process in online help.

## Add employees

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Employee records include basic information, job history, and qualifications. An employee has both an employee record and a person record in MiSACWIS. When you record new employees, their name, birth date, gender, and other basic information is stored in their person record instead of their employee record.

### To add employees:

1. From the Home screen, click search. The Person Search screen appears. Click the **Employee Search** tab. The Employee Search screen appears.

OR

2. From the Home screen, click **Administration > Staff**. Click Maintain Staff in the left hand menu. The Employee Search screen appears.
3. Enter search criteria and click **Search**. The matching employees appear in the search results.
4. If the employee does not exist, click Add Employee. The Person Search screen appears.
5. Enter search criteria and select the person you want to add as an employee. The Employee Basic Information screen appears.

If the person record does not exist, create a person profile. Upon saving the new person profile, the Employee Basic Information screen appears.

6. Enter the employee's e-mail address and hire date and click **Apply**.
7. Add a job for the employee:
  - a. Click **Add Job** to record the employee's current position. The Employee Job Details screen appears.

- b. Complete the following required information:

**Start Date**  
**Organization Category**  
**Organization**  
**Job Title**  
**Scheduled Hours per Week**  
**Supervisor Type**

- c. Enter any additional information.
  - d. Click **Link Employee** to search and select a supervisor to link to the employee record.
  - e. Click **Save**. You are returned to the Employee Basic Information screen.
- 8. Add a non-caseload weighted activity for the employee:
    - a. Click **Add Non-Caseload Weighted Activity**. The Employee Non-Caseload Weighted Activity screen appears.
    - b. Select an activity from the **Activity Type** list.
    - c. Enter the percentage of the activity in the **Percentage** box.
    - d. Click **Save**. You are returned to the Employee Basic Information screen.
  - 9. Add professional licenses:
    - a. Click the **Qualifications** tab. The Employee Qualifications screen appears.
    - b. Click **Add License**. The Employee License Details screen appears.
    - c. Complete the following required information:  
**License Name**  
**License Type**  
**Start Date**
    - d. Enter any additional information.

- e. Click **Save**. You are returned to the Employee Qualifications screen.

10. Add education information:

- a. On the Employee Qualifications screen, click **Add Education**. The Employee Education Details screen appears.
- b. Complete at least the following required information:  
**School**  
**Degree**  
**Major**
- c. Click **Save**. You are returned to the Employee Qualifications screen.

11. Add the employee's skills:

- a. On the Employee Qualifications screen, click **Add Skills**. The Employee Skills screen appears.
- b. Enter information about the employee's skills in the **Comments** box.
- c. Click **Save**. You are returned to the Employee Qualifications screen.

12. Click **Save**. You are returned to the Employee Search screen.

# View existing incident reports

In MiSACWIS, you can view the incident reports that have been recorded for the organization.

## To view incident reports:

1. Click the **Provider** tab and then the **Directory** tab. This takes you to the Provider Search screen.
2. Click **Search** to search for the facilities in your organization. Your facility is prepopulated in the **Organization** list.

Provider Search

Provider Match

Provider Search Criteria

Provider Name:

Service Group/Category:

Service Type:

Service Description:

Provider Type:

Organization:

Maple Lodge Group Home

Provider Status Information:

Approval Status:

Member Last Name:

Member First Name:

OR

MISACWIS Provider ID:

[HINT: Searching by MISACWIS Provider ID will deliver an exact Provider match. Searching by Provider Name will result in both exact and partial matches.]

Advanced Search Criteria

Search

Clear Form

Search Results

Result(s) 1 - 1 of 1

Page 1 of 1

	Provider Name/ MISACWIS Provider ID	Provider Status	Provider Type	Address	Percent Match
<a href="#">select</a>	MAPLE LODGE GROUP HOME / 10400415	Active	Child Caring Institution	300 68TH STREET, SE, GRAND RAPIDS, MI 49548	

3. In the search results, click select beside the facility. The Provider Summary screen appears.

- From the left hand menu, click Incident Reports. The Incident Search screen appears.

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Provider', 'Workload', and 'Directory'. A left sidebar menu has 'Incident Reports' and 'Provider Location' highlighted. The main content area is titled 'Provider Summary' and displays information for 'MAPLE LODGE GROUP HOME'. The information includes: Provider Name, MISACWIS Provider ID (10400415), Primary Address (300 68TH STREET, SE, GRAND RAPIDS, MI 49548), License Begin Date (11/01/1997), Estimated Date of Next Bed Availability (01/11/2006), Organization (Maple Lodge Group Home), Status (IVE Eligible), Primary Contact (Home Phone (616) 455-5000), License End Date, and Managed By (BCAL). Below this is a 'Provider Alerts' section with the message 'No Tickers Available.' and a 'Provider Actions' section with a link to 'Provider Information'. A 'Close' button is at the bottom left.

- If there are numerous incident reports, select the search criteria for the report you want to view and click **Search**. The matching reports appear in the results.
- Click select beside the report you want to view. The Incident Details screen appears.

The screenshot shows the 'Incident Search' screen. The left sidebar menu has 'Incident Reports' and 'Provider Location' highlighted. The main content area is titled 'Incident Report Search' and contains a 'Search Criteria' section with fields for 'From Date', 'To Date', 'Incident Number', 'Status', 'Provider Member / Staff', 'Child / Youth Name', and 'Incident Type'. Below these fields is a 'Sort Results By' dropdown menu. There are 'Search' and 'Clear' buttons. Below the search criteria is an 'Incident List' section showing 'Result(s) 1 - 1 of 1' and 'Page 1 of 1'. The table has columns: Incident Number, Incident Date, Child/Youth Name, Provider Member/Staff, Incident Type, Status, and a 'select' button. The first row shows: Incident Number 410002, Incident Date 11/24/2015, Child/Youth Name Cruz, Theresa - Harris, Shanice, Provider Member/Staff Gwaltney, Dorothy - Johnson, Mary, Incident Type Seclusion, Status In Progress, and a 'select' button. Below the table is an 'Incident Date' field and an 'Add Incident' button.

- Click the tabs within the incident report to view the details about the incident.
- Click **Cancel** to return to the Incident Search screen.

# Add locations and sub locations

At times, you may need to add locations and sub locations for your facility. These locations/sub locations are specified as part of the incident report.

## To add locations and sub locations:

1. From the Home screen, click the **Provider** tab. Click the **Directory** tab.
2. Enter the search criteria and click **Search**. The matching providers appear under **Search Results**.
3. Click select to select to view the provider record. The Provider Summary screen appears.
4. From the left hand menu, click Provider Location. The Provider Location screen appears. Existing provider locations are listed in the location list.

Home		Provider	
		Workload	Directory
Incident Reports	<div>Provider Summary</div> <div> <div>Provider Name: MAPLE LODGE GROUP HOME</div> <div>Organization: Maple Lodge Group Home</div> <div>MISACWIS Provider ID: 10400415</div> <div>Status: IVE Eligible</div> <div>Primary Address: 300 68TH STREET, SE</div> <div>Primary Contact: Home Phone (616) 455-5000</div> <div>GRAND RAPIDS, MI 49548</div> <div>License Begin Date: 11/01/1997</div> <div>License End Date:</div> <div>Estimated Date of Next Bed Availability: 01/11/2006</div> <div>Managed By: BCAL</div> </div> <div>Provider Alerts</div> <div>No Ticklers Available.</div> <div>Provider Actions</div> <div>Provider Information</div> <div>Close</div>		

5. Click **Add Location** to add a new location. The Provider Location Detail screen appears.

The screenshot shows the 'Provider Summary' screen. On the left, there are tabs for 'Incident Reports' and 'Provider Location'. The main content area displays the following information:

Provider Name:	MAPLE LODGE GROUP HOME	Organization:	Maple Lodge Group Home
MISACWIS Provider ID:	10400415	Status:	IVE Eligible
Primary Address:	300 68TH STREET, SE GRAND RAPIDS, MI 49548	Primary Contact:	Home Phone (616) 455-5000
License Begin Date:	11/01/1997	License End Date:	
Estimated Date of Next Bed Availability:	01/11/2006	Managed By:	BCAL

Below this, there is a section for 'Provider Alerts' which states 'No Ticklers Available.' and a section for 'Provider Actions' with a link to 'Provider Information'. A 'Close' button is located at the bottom left.

6. In the **Location Name** box, enter the location name.
7. In the **Provider Sub Locations** section, select the appropriate sub location and click **Add Sub Location**.

The screenshot shows the 'Provider Location Detail' screen. The 'Location Name' is 'North Wing'. The 'Provider Sub Locations' section shows a list of sub locations, with 'Bathroom' selected. The 'Add Sub Location' button is highlighted. The list of sub locations includes:

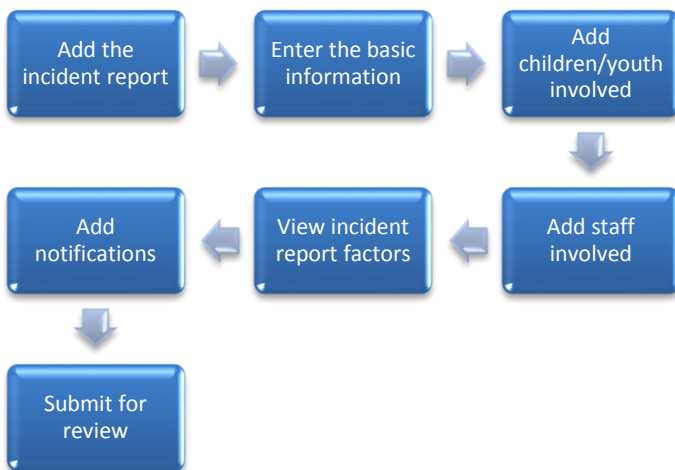
- Bathroom
- Chapel
- Classroom
- Clinic/Medical Area
- Common Area
- Courtyard
- Dining Area
- Gym
- Hallway
- Intake Area
- Isolation Room
- Kitchen Area
- Library
- Office
- Other On Site
- Outside on Campus
- Parking Lot
- Recreation Room
- Sleeping Room
- Treatment Room
- Visiting Room
- Off Site Court
- Off Site Home Visit
- Off Site - Leave of Absence
- Off Site Medical Facility
- Off Site Other
- Off Site - Transport

8. Add additional sub locations by selecting them from the list and clicking **Add Sub Location**.
9. Click **Save**. You return to the Provider Location screen.

## Record an incident report

Reporting incidents quickly and accurately is crucial to the daily operations of MDHHS for the care and safety of children, youth, and employees. In MiSACWIS, you record incident reports that include the incident details, the child or youth involved, and the provider members or staff involved.

Recording an incident report includes these high-level steps in the system:



### To record an incident report:

1. Click the **Provider** tab and then the **Directory** tab. This takes you to the Provider Search screen.

2. Click **Search** to search for the facilities in your organization. Your facility is prepopulated in the **Organization** list:

**Provider Search** **Provider Match**

Provider Search Criteria

Provider Name:

Service Group/Category:

Service Description:

Provider Type:

Organization:

Approval Status:

Member Last Name:

Service Type:

Provider Status Information:

Member First Name:

OR

MISACWIS Provider ID:

[HINT: Searching by MISACWIS Provider ID will deliver an exact Provider match. Searching by Provider Name will result in both exact and partial matches.]

[Advanced Search Criteria](#)

**Search** **Clear Form**

Search Results

Result(s) 1 - 1 of 1 Page 1 of 1

	Provider Name/ MISACWIS Provider ID	Provider Status	Provider Type	Address	Percent Match
<a href="#">select</a>	MAPLE LODGE GROUP HOME / 10400415	Active	Child Caring Institution	300 68TH STREET, SE, GRAND RAPIDS, MI 49548	

3. In the search results, click select beside the facility. The Provider Summary screen appears.
4. From the left hand menu, click Incident Reports. The Incident Search screen appears.

**Home** **Provider** **Workload** **Directory**

**Incident Reports** **Provider Location**

Provider Summary

Provider Name: MAPLE LODGE GROUP HOME Organization: Maple Lodge Group Home

MISACWIS Provider ID: 10400415 Status: IVE Eligible

Primary Address: 300 68TH STREET, SE Primary Contact: Home Phone (616) 455-5000

License Begin Date: 11/01/1997 License End Date:

Estimated Date of Next Bed Availability: 01/11/2006 Managed By: BCAL

Provider Alerts

**No Ticklers Available.**

Provider Actions

[Provider Information](#)

**Close**

5. Enter the **Incident Date** and click **Add Incident Report**.  
The Incident Details screen appears.

Incident List

Result(s) 1 - 1 of 1 Page 1 of 1

	Incident Number	Incident Date	Child/Youth Name	Provider Member/Staff	Incident Type	Status	
<a href="#">select report</a>	410002	11/24/2015	Cruz, Theresa - Harris, Shanice	Gwaltney, Dorothy - Johnson, Mary	Seclusion	In Progress	<a href="#">delete documents notification (1)</a>

Incident Date: \* 11/25/2015  [Add Incident](#)



## Online Help

Refer to Online Help for the next detailed steps:

- Enter basic information for an incident.
- Add children or youth involved in an incident. (Remember that the person selected as the perpetrator is the one who initiated the incident. Not all witnesses need to be included as observers, only those directly involved.)
- Add provider members or staff involved in an incident.
- View the incident report factors.
- Submit the incident report for review.